

5 May 1969

BUILDING PLANNING STAFF

Master Plan Development (Objective)

1. Basic Data - Continuing - Detailed
  - a. Research
  - b. Discussion
  - c. Formulation
2. Site Plan - In Process

Working on creating current site - Agency and BPR - working scale and size
3. Basic Space Statistics - In development

Present known base statistics in working format - In process.
4. Legislative
  - a. HR 6287 - Transfer of Nat. Cap. Plng. Comm.
  - b. Fed. Interdepartmental Task Force on the Potomac
5. Office Space - Equipment - Staffing
  - a. Need to organize SOP - Files, etc.
  - b. Chief - Architect - Requirements
6. "Real Time" Effort

Comments

1. Need to plan objectively
2. Need to research
3. Development is slow-methodical
4. Product development is not an hourly production at this time

BUILDING PLANNING STAFF (Continued)

5. Discussion, ideas, thinking, planning consumes time (product will follow).
6. Need for a Chief
  - a. Direction
  - b. Missionary work - top level
7. July 51 - November 62 (11 years, 4 mos) Time for Hdqs. Bldg. development to final occupancy.